

- 1. Click
- 2. Double Click 0 on the Quantity field and enter your desired quantity using the up & down arrows; click enter on keyboard when complete (cursor will move down to the very next item).

Get Star	ted Build Order Shopping Cart Check Out									
Enter se	arch term Search All Products									
Purcha	se History			-0.00-0-0						
Cust	omize (modified)									
		-	Case		Bott	e	Thu	Tue	Thu 06/05	
Item# 🔺	Description	Notes	Quantity	Price	Quantity	Price	06/12	06/10		0
14286	OS CRANBERRY 150Z 1/12 P		1	\$12.10					2	4
14287	OS CRAN GRAPE 15OZ 1/12 P		1	\$12.10					4	4
14302	OS ORANGE 100% 15OZ 1/12 P		0	\$12.10					ę	5
14303	OS APPLE 100% 15OZ 1/12 P		0	\$12.10					2	2
18010	PEPSI 12OZ 4/6 C		0	\$8.80						
18011	DT PEPSI 120Z 4/6 C		0	\$8.80						
18014	MTN DEW 12OZ 4/6 C		0	\$8.80						
18015	DT MTN DEW 120Z 4/6 C		0	\$8.80						
19010	PEPSI 120Z 2/12 C		0	\$8.80				2		
19011	DT PEPSI 120Z 2/12 C		0	\$8.80				2		
19080	DT SIERRA MIST 12OZ 2/12 C		0	\$8.80				1		
19109	BRISK LEMONADE 120Z 2/12 C		0	\$8.80				2		
27010	PEPSI 200Z 1/24 P		0	\$16.40						
27011	DT PEPSI 20OZ 1/24 P		0	\$16.40						
27014	MTN DEW 200Z 1/24 P		0	\$16.40						
27015	DT MTN DEW 200Z 1/24 P		0	\$16.40						
27340	AQUAFINA 20OZ 1/24 P		0	\$16.40						
41340	AQUAFINA 12OZ 3/8 P		0	\$9.25						
45340	AQUAFINA .5L 1/24 P		1	\$10.70			8	20	e	5

3. When you have entered all needed quantities, click on Shopping cart, either by clicking the tab or the button in top right corner

	Accet ID 708% Accet ID 708% Name SFECAL EVT DOWNTOWN Address 1700 Y STREET UPD 1700 X 5100 Phone (402)472-6700 Phone (402)472-6700 Phone (402)472-6700	Salos Rep Tornis HET 50 Open Balance \$652.10 Delivery Day Honday, Tuesday, Wednesday, Thursday, Friday Next Delivery 07/14/2014							Cast Tatals Case Bottle Total	2 \$2 2 \$	2.80 e Total copping Carl
barbed Build Order	Shopping Cart Check Out										
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		Description	b	lotes	Care	Dire.	Bott Questite	e Dire			

4. After final review, click on Check Out Tab or Check out button in top right corner

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	Acct ID 1969 Name SPECIAL CY DOUBLETOWN Address 100 5 THEIT LINCOW, NE 66555 Phone SHO2ACLATIN Plane SHO2ACLATIN Plane SHO2ACLATIN	Sales Rap Former Bill 2.13 Defining Days Horitas: Fusitiv, Horitas: Fusitiv, Foldow Next Defining 97/14/2014							Gart Toron Gare Bottle Totta	•	\$47.0	10	
Get Started Saible	Infor Shepping Cart Check Out	Pricing in Sec	ed on delivery date of Hunday, 07/14/2014								E	ret an Stainh	an Under
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6340 a0.W784 5.1	048				1	Case #1	20 91.00	80.00	\$10.70	10.00	#5.00	8.01.70	×
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Delivery Drage													
total AL PRODUCTS Delivery Charge Dales Tax												\$1.00	

- 5. When prompted, add your Cost Object in the PO field. In the comments field, add anything else relevant to your order - at a minimum include your name, department, building and room number so Pepsi knows where to deliver the product.
- 6. You will receive an email confirmation of the order placed (to the email address you use to sign into the site). Forward the email to Vending Services at vending@unl.edu.
- 7. A representative from Pepsi will contact you via email for further information such as the location and delivery dates, if needed.
- 8. Remember to email a copy of the the original thermal invoice that the Pepsi delivery person leaves to vending@unl.edu; it is required for the invoice to be paid!